



## **AmeriCorps Position Description**

**Position Title:** Environmental Outreach Coordinator

**Project Sponsor:** City of Gresham – Natural Resources Program

**NWSA Mission:** This position is in partnership with the Northwest Service Academy (NWSA), an AmeriCorps program of ESD112. NWSA's mission is: To preserve and restore the natural environment, and to develop community leaders through service and community partnerships.  
[www.nwserviceacademy.org](http://www.nwserviceacademy.org)

**Project Location:** 1333 NW Eastman Parkway, Gresham, OR

**Position Summary:** The Environmental Outreach Coordinator will spend slightly more time in the office than the rest of the Dedicated Team members as they utilize marketing and writing skills to convey project goals and results to the Gresham community. Approximately 50% of this position's time will be spent implementing field project as described below, while 40% of the remaining time will be dedicated to creating compelling outreach materials in a variety of formats including: (1) creating bi-monthly half-page articles for the local newspaper; (2) updating the city website to reflect progress on NWSA volunteer projects; and (3) spearheading the development of a team-derived annual report such as, "Volunteer Achievement Report". This report will present issues facing Gresham water quality and riparian habitat, and will highlight volunteer efforts to address those issues. A call-to-action section on how citizens can get involved in waterway projects will be developed as part of this. The remainder of the placement (10%) will involve training, meetings, support of other natural resource education and restoration projects, and research as necessary.

**Team Summary:** The Riparian Enhancement Field Team will spend approximately 70% of their time implementing a variety of field projects including: planting native trees, shrubs, and forbs in public and private riparian and wetland areas; constructing and installing habitat improvements for amphibians, bats, birds, snakes, turtles, and squirrels; improving the biofiltration, biodiversity, and habitat functions of water quality ponds and swales; and conducting a stream cleaning/survey effort to remove anthropogenic debris, record bank conditions, and catalogue large woody debris jams and beaver dams. Team members will also staff community volunteer and education events, working up to 10 weekend days and 10 week day evening events during the service term. Dedicated team members will have the opportunity to work closely with city natural resource and operations staff, as well as other AmeriCorps volunteers serving with the City of Gresham. The remainder of the placement time will be spent developing individual programs that will be supported by other dedicated team members. The complete team will consist of (1) a team leader/restoration coordinator; (2) the environmental outreach coordinator; (3) the water quality facility coordinator; (4) the stream cleaning coordinator; (5) the riparian habitat steward; and (6) the upland habitat steward.

### **General Responsibilities (to include, but not limited to):**

- Use marketing, writing, and time management skills to serve as the outreach coordinator for the team and develop compelling messaging for Dedicated Team efforts and results.
- Collaborate with team members to plan and implement restoration, maintenance and habitat improvement projects.
- Serve as both a team member on shared efforts as well as working independently to plan and coordinate project and necessary logistics.

- Learning and implementing various planting and invasive species control techniques.
- Proper and safe use of hand and power tools.
- Learn and implement physical and chemical methods of invasive plant control and associated plant identification.
- Engage community in education, restoration, or surveying activities that increase community awareness of and appreciation for Gresham's natural resources
- Provide support as possible to community requests for implementing neighborhood habitat improvements.
- Complete and submit all necessary NWSA/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all NWSA/AmeriCorps training and service requirements including orientation, training's, team meetings and national service days.
- Wear an NWSA uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

### **Position Requirements:**

- Solid writing skills (writing examples required).
- Ability to work occasional weekend days (up to 10) and evenings (up to 10) throughout the service term.
- Ability to communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public
- An Oregon driver's license (or ability to get one), 3-years of driving experience, and a clean driving record are required by the city.
- Willingness and ability to drive vehicles such as passenger vans, utility vehicles and/or pick-up trucks with attached equipment trailers (training provided).
- Willingness to apply herbicide, operate small engine tools (chainsaw, brush cutter, etc.) and harvest native materials for construction or planting projects.
- Serve effectively within a team and commitment to conservation and the environment
- A minimum of basic Pacific Northwest native plant identification skills or willingness to learn.
- Physical ability to travel up to five miles per day on uneven terrain and lift up to 40 lbs.
- Willingness to serve outdoors, in various weather conditions and allergy/insect environments.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through NWSA and/or Project Sponsor Agency.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps\*State or National program. Members may serve up to three terms in a National Service Program, but only two terms may be within an AmeriCorps\*State or National program. Members are only eligible for an education award for their first two terms of service, regardless of the type of term (full or part-time) and regardless of the successful completion of that term.

### **Preferred Qualifications:**

- Degree in natural resources, biology, or related area.
- Ability to use power tools (lawn/garden or carpentry)
- Experience driving vehicles with attached trailer

### **Member Benefits Include:**

- A taxable, monthly living allowance (before taxes, approximately \$1,036).
- Upon successful completion of a term of service, eligible members/leaders receive an education award of \$4,725. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).

- Child care allowance for those who qualify.
- Professional development, trainings and networking opportunities

**Transportation Information:**

- Organizational vehicle is available for service activities and member is covered by organization's vehicle insurance policy.
- Project site is accessible by public transportation.
- Monthly/annual transit passes are available for service activities, and will be provided by the project sponsor.

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**Application Deadline:** On-going until filled.  
**Interviews:** No set schedule. Open until filled.  
**Service Dates:** January 21, 2010– December 10, 2010

**NWSA Center:** Lower Columbia Center  
**Type of position:** Field Team  
**Length of Term:** 1700 hours

**How to apply:**

**Step 1** - Email the following items to the Project Sponsor for this position – **Laura Guderyahn** at [Laura.Guderyahn@ci.gresham.or.us](mailto:Laura.Guderyahn@ci.gresham.or.us):

- **Résumé**
- **Cover Letter**
- **Contact information for three references**

*The Project Sponsor will conduct all initial interviews and recommend a candidate for this position. All recommended candidates will also interview with Northwest Service Academy.*

**Step 2 - Complete your application:**

Application materials can either be completed online at the [AmeriCorps website](#) and submitted to an NWSA position or downloaded from the NWSA website "[How to Apply](#)" page and submitted to [Sherrie Jackson](#) via email (preferable), mail or fax. A complete Member application includes the following:

- **AmeriCorps Application**
- **Two Written References** – These are included in the AmeriCorps online application or a form is available on our website.
- **Certification Form** - This document must be mailed or faxed to our office with an original signature.

**Questions about the position?** Contact: Laura Guderyahn at [Laura.Guderyahn@ci.gresham.or.us](mailto:Laura.Guderyahn@ci.gresham.or.us) or (503) 618-2246.

**General questions about AmeriCorps, NWSA or our recruitment process?** Contact:

Sherrie Jackson  
Recruitment Coordinator  
NWSA Lower Columbia Center  
55 SE Main Street  
Portland, OR 97214  
(503) 234-2383 ext 108  
(503) 232-0166 (fax)  
[sherrie.jackson@esd112.org](mailto:sherrie.jackson@esd112.org)

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